



California Outcomes Measurement System Treatment (CalOMS Tx)

WBT User Guide

CalOMS Tx Web-Based Training (WBT) Guide (State – Contracted Provider)

California Department of Alcohol and Drug Programs

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WELCOME MESSAGE FROM THE DIRECTOR

Welcome to the California Outcomes Measurement System Treatment (CalOMS Tx) Web Based Training (WBT).

In January 2006, the California Department of Alcohol and Drug Programs (ADP) implemented the new CalOMS Tx statewide alcohol and other drug data collection and management system. The data submitted to CalOMS Tx will help build a comprehensive picture of how clients function in the areas of: alcohol and drug use, legal, employment/education, family/social, physical and psychological problems. The data that counties and providers collect and submit will play a critical role in contributing to the improvement of substance abuse treatment programs. In addition to telling the story of substance abuse and recovery in California, the CalOMS Tx system provides performance measurement information for the federally required reporting of National Outcome Measures (NOMS).

This training is intended to be convenient and to expedite the learning experience while providing an understanding of how to successfully collect and submit CalOMS Tx data. We are excited about using web technology as a “24/7” on-demand teaching platform for all California counties and providers. Access to this training is available through your county.

We encourage your feedback and hope our online training supports your quest for useful and empowering information.

Best Regards,

Renée Zito, LMSW, CASAC
Director

Part 1: Getting Started

Accessing CalOMS Tx Web-Based Training

CalOMS Tx WBT is a web-based training system accessed through the ADP main website. To access WBT, locate the system on the website by accessing the ADP home page then highlight the county or providers tab, CalOMS Tx and click on the WBT link or enter the web address: <http://apps.adp.ca.gov/CalOMSWBT>

About This User Guide

This guide provides you with step-by-step instructions on how to use the WBT. It provides instruction for California counties, state-contracted providers and ADP users. The guide is broken into sections by functionality.

The Welcome page is displayed in **Figure 1**.

The screenshot shows the CalOMS Tx Web-Based Training Welcome Screen. At the top, there is a header with the California Department of Alcohol and Drug Programs logo and navigation links: Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. A search bar is also present. The main content area is titled 'Welcome to CalOMS Tx Web-Based Training' and includes a welcome message from Renée Zito, LMSW, CASAC, Director. The sidebar on the left contains links for 'Getting Started' (Welcome, Training Overview, Training Lessons Overview) and 'Training Lessons' (The Importance of CalOMS Tx, What Data is Required from Providers?, How CalOMS Tx Fits Into Treatment Plans, CalOMS Tx Interviews). Other links include Reference Links, Send Feedback, Training Questions?, and Logout.

Figure 1: CalOMS Tx WBT Welcome Screen

Training Overview

To access the Training Overview screen, click on the **Training Overview** button which is located at the bottom of the Welcome screen (see **Figure 1**) or click on the **Training Overview** link on the left navigation bar.

The **Training Overview** screen describes the overall purpose and description of this web-based training site as well as specific instructions for using and accessing the site.

Once you have read the instructions on the **Training Overview** screen click on the **Get Started** button (see the red circle in **Figure 2**) to start the lesson.

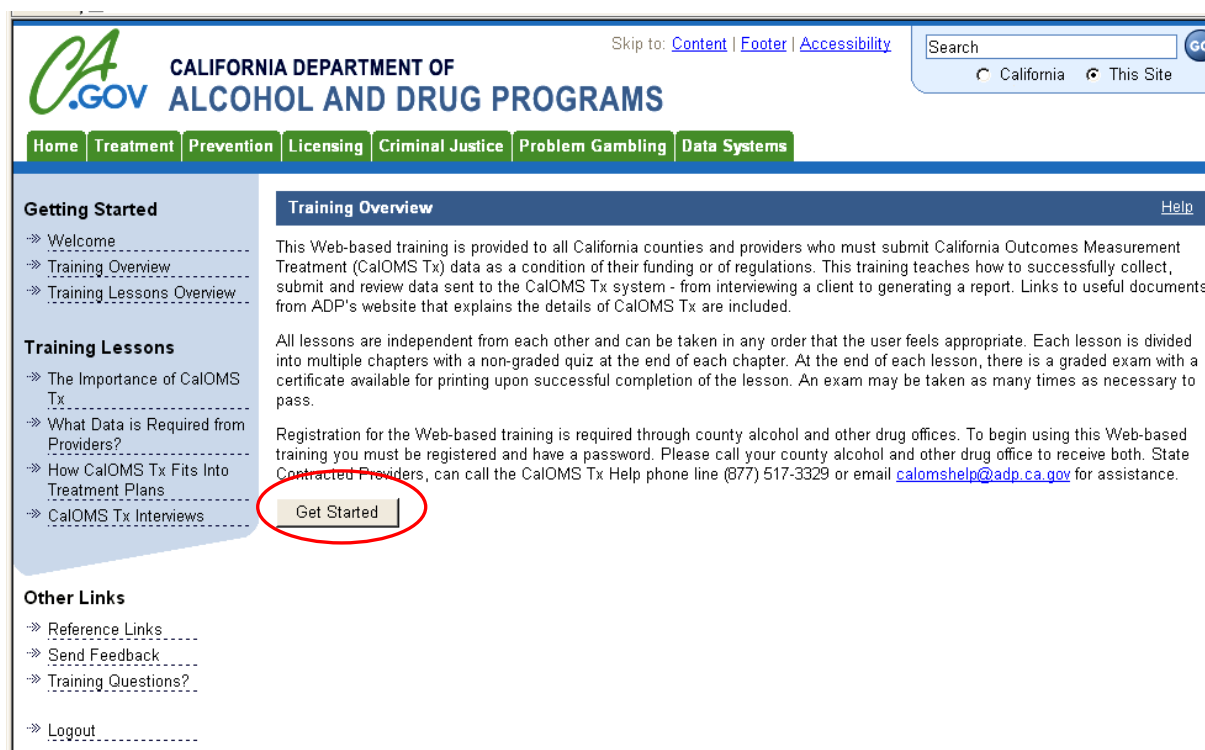


Figure 2: Training Overview Screen

Getting Help

In order to use this online training tool you must be registered and have a password. To register and receive your username and password see the contact list below:

- If you are a County-Contracted Provider, contact your county.
- If you are a County or State-Contracted Provider, contact the CalOMS Tx Help Desk at 877-517-3329 or send email to calomshelp@adp.ca.gov.
- If you are a State of California Alcohol and Drug Program (ADP) employee, contact the ADP Help Desk at 916-327-3010.

Part 2: Logging In

Training Lessons Overview

Click on the **Get Started** button (see **figure 2**) and the **Login** screen will appear (see **Figure 3**).

You must enter a **User Name and Password**, and then click on the **Submit** button to access the system. The Training Lessons Overview screen will then appear as seen in **Figure 4**. You can also access the Training Lessons Overview screen when you click on the **Training Lesson Overview** link located on the left navigation bar.

If you do not have a User Name or Password, see the Getting Help Section located on page 5 of this guide.

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Login

Please enter your user name and password.

User Name:

Password:

Figure 3: Login Screen

The **Training Lesson Overview** screen lists a brief summary of the lesson contents for each training lesson. To start a lesson click on the link of the desired lesson to be directed to that lesson's **Introduction** screen. The links to the lessons are listed both on the **Training Lessons Overview** screen and on the left navigation bar (see the red circles in **figure 4**).

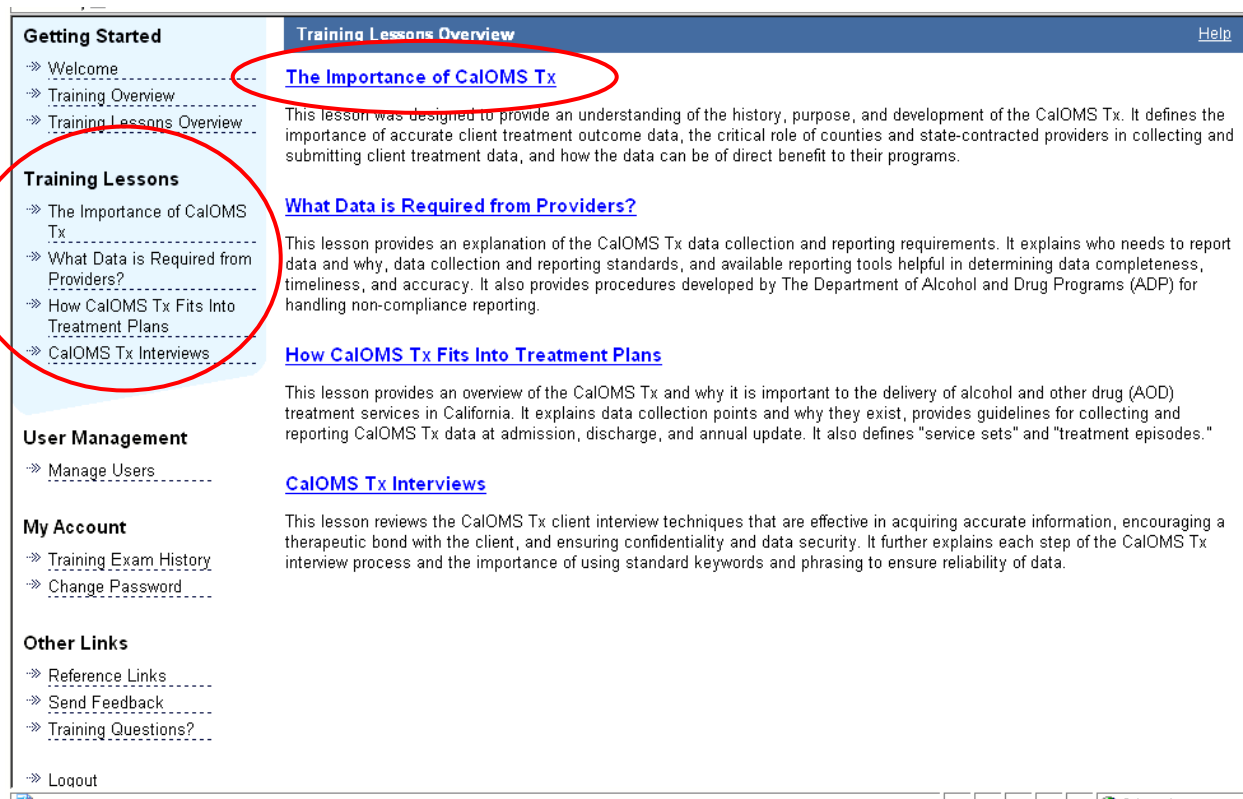


Figure 4: Training Lesson Overview Screen

Part 3: Training Lessons

Lesson - The Importance of the CalOMS Tx

Click on **The Importance of the CalOMS Tx** to go to the Training Lesson screen, displayed in **Figure 5**.

Click on the **Start Lesson** button to go to the first chapter within the lesson.

Click on the **Table of Contents** button on the lesson's introduction screen to go to the Table of Contents screen displayed in **Figure 6**. This screen lists all the chapters within the lesson.

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Training Lesson: The Importance of the CalOMS Tx

INTRODUCTION

Welcome to the California Outcomes Measurement System - Treatment (CalOMS Tx) Web-based training program!

This lesson is divided into four chapters to give you an overview of CalOMS Tx and it explains its importance in the delivery of alcohol and other drug (AOD) treatment services in California.

Upon completion of this lesson, you should have an understanding of the following:

- The purpose and history of CalOMS Tx.
- The importance of accurate client treatment outcome data to counties and state-contracted providers by improving their treatment delivery services, and by reducing the incidence of AOD abuse.
- The critical role that counties and state-contracted providers play in collecting and submitting client treatment data, and how this data can be of direct benefit to their programs.

Target Audience

This lesson is intended for all categories of CalOMS Tx users. If you are a clinician, data input person, county staff member, program administrator, or a Department of Alcohol and Drug Programs (ADP) analyst, you will find this lesson valuable in understanding the role and importance of CalOMS Tx.

Estimated Completion Time: (time)

Thank you for participating in this training program. We believe that the time invested in taking these lessons will be helpful to you and the clients you serve.

To begin the lesson, please click the "Start Lesson" button below.

Start Lesson **Table of Contents**

Figure 5: The Importance of the CalOMS Tx Screen

Table of Contents

Click on the **Table of Contents** button to go to the following screen (**Figure 6**) where you can jump to any of the chapters within the lesson. You have the option to go to the **Summary of Key Learning Points** screen as well as the **Take Exam** screen.

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ADP
California Department of Alcohol and Drug Programs

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[CHAPTER 1: Overview of CalOMS Tx](#)

This chapter provides an overview of the CalOMS Tx. It answers the following questions:

- What is CalOMS Tx?
- What is an outcomes measurement system?
- Why does ADP collect, report and analyze treatment data?

[CHAPTER 2: Importance of Quality Data](#)

This chapter describes how quality data reporting can help ensure funding is maintained. It answers the following questions:

- What is the relationship between data submission and the funding your program receives?
- What are the Data Compliance Standards?
- How can counties ensure consistent Substance Abuse Crime Prevention Act (SACPA) allocations?
- What about all other allocation levels?
- What is the relationship between quality data and service delivery?
- What CalOMS Tx data can be used to analyze service delivery?

[CHAPTER 3: CalOMS Tx Data Collection and Submission Requirements](#)

This chapter explains the CalOMS Tx Data Collection and Submission Requirements. It answers the following questions:

- What is the data set collected through the California Outcomes Measurement System (CalOMS Tx)?
- How is treatment data used by the Substance Abuse and Mental Health Services Administration (SAMHSA)?
- What is the Treatment Episode Data Set (TEDS) and how is it tied to federal funding?
- What are the National Outcome Measures (NOMS) and how are they tied to federal funding?

[CHAPTER 4: Assistance Tools for CalOMS Tx Data Collection and Reporting](#)

This chapter documents available assistance tools for CalOMS Tx data collection and report. It answers the following questions:

- What tools are available in CalOMS Tx to assist with data collection and reporting?
- Where are CalOMS Tx data collection and reporting tools located?

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[Lesson Exam](#)

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Figure 6: Table of Contents Screen

Start Lesson

Chapter 1 – Overview of CalOMS Tx

Click on the **Start Lesson (Figure 5)** button to go to the following screen:

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CHAPTER 1: Overview of CalOMS Tx

What is the California Outcomes Measurement System - Treatment (CalOMS Tx)?

The vision for CalOMS Tx was created from the California Treatment Outcome Project (CalTOP) pilot project, where California and 18 other states participated in electronic data (information) collection to address data-related needs at the state and local levels. This pilot project was in response to the national trend toward tracking client movement through alcohol and other drug (AOD) treatment services and assessing client outcomes.

The Department of Alcohol and Drug Programs (ADP), the only California agency authorized to receive and distribute state and federal funding to provide AOD services, was also given the responsibility of implementing CalOMS Tx. This system replaced the California Alcohol and Drug Data System (CADDSS) and was developed as a statewide client/customer based data collection and outcomes measurement system for AOD treatment services. It collects and stores treatment data for all publicly-funded AOD programs in California. On January 1, 2006, data collection and submission rules went into effect.

As the leader of California's AOD prevention and treatment services system of care, ADP, in partnership with counties and state-contracted providers, is working to demonstrate the positive impact that AOD services have on their clients by reporting outcome data through CalOMS Tx. ADP must report the effectiveness of AOD services provided to clients, and at what levels of care positive changes are made. They also report emerging drug trends.

As an example, data that is submitted to CalOMS Tx is reported by ADP to:

- The California Legislature
- Federal funding agencies
- Law enforcement
- Social welfare agencies
- Communities and families

Each county and state-contracted provider is responsible for developing a system to collect and submit treatment data electronically to CalOMS Tx. These systems must comply with the ADP-established system requirements, at a minimum, which include such things as data submission rules and the data submission format that can be located on the ADP website at [ADP website](#). Please keep in mind that the information in these lessons will give you an overall view of CalOMS Tx, but may not use the same terminology as your local or designated data collection system.

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Exit- click on this button to exit out of the Chapter and return to the Training Lesson Overview screen.

Table of Contents- click on this button to lists all the chapters for each lesson.

Print- click on this button to print the current content.

Previous- click on this button to go back to the previous screen in the current chapter.

Next- click on this button to move to the next screen in the current chapter.

Click on the **Next** button to go to the following screen:

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CHAPTER 1: Overview of CalOMS Tx

What is an outcomes measurement system?

In order to understand CalOMS Tx data collection, it is important to understand what an "outcome" is within an AOD treatment environment. An outcome is information or data collected at two points-in-time and then compared. In CalOMS Tx, client information is collected when they enter treatment and again when they leave treatment. Then information from both points-in-time is compared. For clients in long-term treatment we also collect information at annual updates which occur one year after entering treatment.

Examples of outcome data are:

- A client enters treatment (admission) and is not employed; therefore, in the past 30 days "0" (zero) days of employment are reported.
- The client leaves treatment (discharge) and is employed part-time and worked 18 days; therefore, in the past 30 days 18 days of employment are reported.

When the example admission and discharge are compared, this client shows an increase - a positive outcome - in the area of employment.

ADP tracks outcome results, in seven life areas or **domains**, from each client that enters treatment. The seven domains are:

1. Alcohol use
2. Drug use
3. Employment / Education
4. Legal / Criminal Justice
5. Medical / Physical
6. Psychological
7. Family / Social

Besides fulfilling reporting requirements, ADP, counties and state-contracted providers use outcome data to identify what domains are working well for AOD clients and those that are not. With this knowledge, programs can be designed to address client needs. Therefore, collecting outcome data can facilitate the improvement of service delivery.

For example, after analyzing their outcomes, a program may realize that many of their clients remain homeless after treatment; therefore, they decide to identify housing resources within their community and add a housing component to their discharge planning.

An outcomes measurement system is an invaluable tool for continuous quality improvement and, as such, will positively impact the lives of AOD service clients, their families, communities, public health and social service systems.

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CHAPTER 1: Overview of CalOMS Tx

Why does the Department of Alcohol and Drug Programs (ADP) collect, report, and analyze treatment data?

As previously stated, ADP is the only California agency authorized to receive and distribute state and federal funding to provide AOD prevention and treatment services to the citizens of California. Some of the funding distributed by ADP to counties and state-contracted providers includes:

- Drug Medi-Cal (DMC)
- State General Fund
- Offender Treatment Program (OTP)
- Substance Abuse and Crime Prevention Act (SACPA)
- Substance Abuse Prevention and Treatment (SAPT) Block Grant

In order to ensure continued funding, from the federal government, states are required to report the status of client "outcomes" to the federal government. In turn, to receive funding from ADP, California counties and their contracted providers, along with state-contracted providers, are required to collect and submit client data electronically to ADP monthly.

The data collected by counties and state-contracted providers is also used to understand client needs and improve service delivery. Gathering information about clients and the services they receive allows ADP, counties, and state-contracted providers to better understand client needs and identify ways to improve treatment.

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Summary of Key Learning Points

Click on the **Next** button and see the following screen:

The screenshot shows the CalOMS Tx web-based training interface. The header includes the CA.GOV logo, the text "CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS", and a search bar. A navigation menu at the top lists: Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. On the left sidebar, under "Getting Started", the "Training Lessons Overview" link is highlighted. Under "Training Lessons", "The Importance of CalOMS Tx" is selected. Under "User Management", "Manage Users" is listed. Under "My Account", "Training Exam History" and "Change Password" are listed. The main content area is titled "Training Lesson: The Importance of CalOMS Tx" and "CHAPTER 1: Overview of CalOMS Tx". The "Summary of Key Learning Points" is circled in red. Below this, a paragraph states: "This chapter provided an explanation of CalOMS Tx. You should have an understanding of the following:" followed by a bulleted list of points. At the bottom, a navigation bar shows "Chapter 1 of 5, page 4 of 7" and buttons for Exit, Table of Contents, Print, Previous, and Next. The "Next" button is circled in red.

Test your Knowledge

Once you click on the **Next** button, you will be taken to the **Test Your Knowledge** screen.

Click on the **Reveal Answer** button to check the submitted answer to the question.

The screenshot shows the CalOMS Tx web-based training interface at the "Test Your Knowledge" screen. The header and navigation menu are the same as the previous screenshot. The left sidebar shows "Training Lessons Overview" highlighted. The main content area is titled "Training Lesson: The Importance of the CalOMS Tx" and "CHAPTER 1: Overview of CalOMS Tx". The "Test Your Knowledge" link is circled in red. Below this, a question is displayed: "ADP reports treatment outcomes to the California Legislature, federal funding agencies, law enforcement, social welfare agencies, communities, and families." with radio button options for TRUE and FALSE. The "Reveal Answer" button is circled in red. At the bottom, a navigation bar shows "Chapter 1 of 5, page 5 of 7" and buttons for Exit, Table of Contents, Print, Previous, and Next.

Alternatively, if you don't know the answer to the question, you can click on the **Reveal Answer** button which will display the correct answer. See the following screen for an example:

The screenshot shows the CalOMS Tx Web-Based Training interface. The header includes the CA.GOV logo, the text "CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS", and navigation links: Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. A search bar is in the top right. The left sidebar has "Getting Started" and "Training Lessons" sections. The main content area is titled "Training Lesson: The Importance of CalOMS Tx" and "CHAPTER 1: Overview of CalOMS Tx". It contains a "Test Your Knowledge" section with a question: "ADP reports treatment outcomes to the California Legislature, federal funding agencies, law enforcement, social welfare agencies, communities, and families." The options are ☐ TRUE and ☐ FALSE. A red X icon and a box state "The correct answer is TRUE." At the bottom, there are buttons: Exit, Table of Contents, Print, Previous, and Next (circled in red). The page indicator shows "Chapter 1 of 5, page 5 of 7".

Click on the **Next** button to go to the following screen:

The screenshot shows the CalOMS Tx Web-Based Training interface. The header includes the CA.GOV logo, the text "CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS", and navigation links: Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. A search bar is in the top right. The left sidebar has "Getting Started" and "Training Lessons" sections. The main content area is titled "Training Lesson: The Importance of CalOMS Tx" and "CHAPTER 1: Overview of CalOMS Tx". It contains a "Test Your Knowledge" section with a question: "Outcome data is used by ADP, counties and state-contracted providers to analyze treatment outcomes and identify emerging treatment needs." The options are ☐ TRUE and ☐ FALSE. A "Reveal Answer" button is present. At the bottom, there are buttons: Exit, Table of Contents, Print, Previous, and Next (circled in red). The page indicator shows "Chapter 1 of 5, page 6 of 7".

Click on the **Next** button to go to the following screen:

The screenshot shows the CalOMS Tx Web-Based Training interface. The header includes the CA.GOV logo, the text "CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS", and navigation links: Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. A search bar is in the top right. The left sidebar has "Getting Started" and "Training Lessons" sections. The main content area is titled "Training Lesson: The Importance of CalOMS Tx" and "CHAPTER 1: Overview of CalOMS Tx". It contains a "Test Your Knowledge" section with a question: "What is an 'outcome' in an AOD treatment environment?" The options are:

- ☐ Client information collected at two points-in-time (admission and discharge) and then compared.
- ☐ Client information taken from a family member during the admission interview.
- ☐ Information collected during a phone interview.

 A "Reveal Answer" button is present. At the bottom, there are buttons: Exit, Table of Contents, Print, Previous, and Next (circled in red). The page indicator shows "Chapter 1 of 5, page 7 of 7".

Click on the **Next** button to go to Chapter 2 of the Lesson. **The process described in Chapter 1 applies to all the remaining Chapters as well.**

Once you have completed all the Chapter reviews for a Lesson, you will be taken to the **Summary of Key Learning Points** screen. You can get to this screen two different ways. (1) As you navigate through each chapter, the **Next** button, located on the last screen of the last Chapter, will take you to the **Summary of Key Learning Points** screen. (2) If you click on the **Table of Contents** button from any screen, you will be taken to the **Table of Contents** screen where you will find the **Summary of Key Learning Points** link.

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LESSON 1: Summary of Key Learning Points

This lesson provided an overview of CalOMS Tx and explained why it is important to the quality of AOD treatment services provided in California. You should now have an understanding of the following:

- The purpose and history of CalOMS Tx.
- Data collection and submission requirements for CalOMS Tx.
- The importance of AOD treatment data.
- The data collection and reporting tools available to CalOMS Tx users.

[Take Exam](#)

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Take the Lesson Exam

Once there, click on the **Take Exam** button to take the exam for this Lesson. Once you click on the **Take Exam** button, you will see the following screen:

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**Training Lesson Exam: The Importance of CalOMS Tx**[Help](#)

The exam for this lesson has 15 multiple-choice questions. Answer each question by clicking and highlighting the circle next to your selected answer. When you have completed the exam click the "Submit" button to receive your results.

To change any selected answer, click on a different circle within the list of possible answers. To re-start the exam, click the "Clear" button to erase all of your answers and the start over.

An exam may be taken as many times as necessary to pass.

1. CalOMS Tx data is the only way ADP can accurately determine the number of SACPA admissions and discharges.

- ☐ TRUE
☐ FALSE

2. CalOMS Tx is used to collect key AOD treatment information at the client level.

- ☐ TRUE
☐ FALSE

3. What tools are available on the CalOMS Tx web site to assist with data collection and reporting?

- ☐ CalOMS Tx Data Collection Guide
☐ CalOMS Tx Data Dictionary
☐ CalOMS Tx File Instructions
☐ CalOMS Tx Data Quality Standards
☐ CalOMS Tx Reports User Documentation
☐ All of the above

4. Outcome data collected at admission, discharge and annual update, tells the provider, county, state and federal government how clients are doing in treatment services.

- ☐ TRUE
☐ FALSE

5. Counties and state-contracted providers can guarantee they receive consistent and adequate SACPA funding by making sure all CalOMS Tx records for SACPA clients are submitted 100 days from the end of the report month.

- ☐ TRUE
☐ FALSE

6. How can counties and state-contracted providers guarantee that they receive consistent and adequate SACPA funding?

- ☐ Submit all CalOMS Tx records for SACPA clients 45 days from the end of the report month.
☐ Submit records that contain the appropriate source of referral information for SACPA clients.
☐ Submit records that contain the correct county code of the county who paid for the SACPA service.
☐ all of the above

7. ADP does not use CalOMS Tx to collect key AOD treatment data from county or state-contracted providers.

- ☐ TRUE
☐ FALSE

8. ADP uses CalOMS Tx to collect key AOD treatment data from county and state-contracted providers.

- ☐ TRUE
☐ FALSE

9. When a client is enrolled in treatment services at a reporting provider they are required to answer key AOD treatment questions.

- ☐ TRUE
☐ FALSE

14. CalOMS Tx does not collect AOD treatment data sets (admission, discharge, annual update) from county and state-contracted providers.

- ☐ TRUE
☐ FALSE

15. The CalOMS Tx Data Dictionary does not explain every question that is submitted during admission, discharge and annual update.

- ☐ TRUE
☐ FALSE

Submit

Clear

Once you select an answer for each question, you can click on the **Submit** button to see your score. Once you receive your score, you have the following options: **Retake Exam**, **Review Content** or **Exit Exam**, as displayed in the example below.

CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

Home Treatment Prevention Licensing Criminal Justice Problem Gambling Data Systems

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Training Lesson Exam: The Importance of CalOMS Tx

Sorry - You did not achieve a passing score. A minimum passing score of 70% is required. Your score is 0%

Retake Exam Review Content Exit Lesson

1. CalOMS Tx data is the only way ADP can accurately determine the number of SACPA admissions and discharges.
☐ TRUE
☐ FALSE

2. CalOMS Tx is used to collect key AOD treatment information at the client level.
☐ TRUE
☐ FALSE

3. What tools are available on the CalOMS Tx web site to assist with data collection and reporting?
☐ CalOMS Tx Data Collection Guide
☐ CalOMS Tx Data Dictionary
☐ CalOMS Tx File Instructions
☐ CalOMS Tx Data Quality Standards
☐ CalOMS Tx Reports User Documentation
☐ All of the above

4. Outcome data collected at admission, discharge and annual update, tells the provider, county, state and federal government how clients are doing in treatment services.
☐ TRUE
☐ FALSE

5. Counties and state-contracted providers can guarantee they receive consistent and adequate SACPA funding by making sure all CalOMS Tx records for SACPA clients are submitted 100 days from the end of the report month.
☐ TRUE
☐ FALSE

6. How can counties and state-contracted providers guarantee that they receive consistent and adequate SACPA funding?
☐ Submit all CalOMS Tx records for SACPA clients 45 days from the end of the report month.
☐ Submit records that contain the appropriate source of referral information for SACPA clients.
☐ Submit records that contain the correct county code of the county who paid for the SACPA service.
☐ all of the above

Retake Exam- click on this button and the exam screen will refresh, giving you an opportunity to retake the exam. All previously filled answers will be blanked out and new questions will be presented.

Review Content- click on this button and you will be taken back to the Introduction screen of this Lesson.

Exit Exam- click on this button and you will be taken back to the Training Lesson Overview screen where you can select a Lesson and go through all chapters within that Lesson.

In order to get a Certificate of Completion, you must take an exam after each lesson. To do so click on the **Lesson Exam** button at the bottom of the lesson summary screen.

Once you complete the exam you will be scored based on the percentage of correct responses achieved. For example, if a user gets 13 out of 15 exam questions correct their exam will be given a score of 87%. A passing score has been determined to be an exam score of 70% or greater. This means that a user will need to get a minimum of 11 correct responses to successfully pass the exam. Your score will be presented along with a green text message and checkmark indicating a passing score has been achieved. You will have the opportunity to click the **Print Certificate** button at this point to produce a printable certificate signifying your successful mastery of the lesson learning content.

Questions answered correctly will be highlighted in green with a **green** ✓ mark next to the exam question number. Questions answered incorrectly will have a **red X** mark next to the exam question number. And the correct answer will show in green text. The Exam Pass screen is displayed in **Figure 7** below.

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Training Lesson Exam: The Importance of the CalOMS Tx [Help](#)

✓ **Congratulations - You Passed!**
Your score is 73%

[Print Certificate](#)

- ✓ 1. The CalOMS Tx Help Desk can help you locate and download CalOMS Tx documents from the ADP website.
☒ TRUE
☐ FALSE
- ✓ 2. CalOMS Tx Data Quality Standards are descriptions of submission rules and errors messages.
☒ TRUE
☐ FALSE
- ✗ 3. Creating the CalOMS Tx SACPA report and comparing it to county counts in their local data base and working with ADP to resolve discrepancies ensures consistent SACPA funding levels.
☐ TRUE
☒ FALSE
- ✓ 4. The Data Collection Guide is designed for anyone involved in collecting and reporting CalOMS Tx data to ADP.
☒ TRUE
☐ FALSE
- ✓ 5. CalOMS Tx data collection and submission is the only way that ADP can document to the federal government that services have been provided to treatment clients.
☒ TRUE
☐ FALSE
- ✗ 6. The domains represent meaningful, real life, outcomes for people who are striving to attain and sustain recovery, build resilience,

Figure 7: Exam Pass Screen

Part 4: My Account

Training Exam History

This Training Exam History screen stores the history of your results from previous lesson exams. All exams are grouped by the specific lesson title with the date of the exam(s), score and the results (pass or did not pass) displayed under the lesson title. Unsuccessful exam attempts are displayed with a red **Did Not Pass** result and the **Print Certificate** button does not display. Successful attempts are displayed with a green **Pass** result and the **Certificate** button is displayed which allows you to print your certificate (see the red circle in **Figure 8**). Click on the **Print Certificate** button and it will produce a printable certificate of completion with the date of the successful exam. If you want to review the lesson, click on the lesson name. To retake an exam without reviewing a lesson, simply click on the underlined **Take Exam** link.

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Training Exam History

This Training Exam History screen stores the history of your lesson attempts. All exams attempts are grouped by the specific lesson title with the date of the exam(s), score and the results (pass or did not pass) displayed under the lesson title. Unsuccessful exam attempts are displayed with a red "Did Not Pass" and do not show a print certificate button. Successful attempts are displayed with a green "Pass" and a button that allows the user to print their certificate. Clicking the "Print Certificate" button will produce a printable certificate of completion with the date of the successful exam displayed. If you want to return to the lesson, click on the lesson name. To retake an exam without reviewing a lesson, simply click on the underlined "Retake Exam".

The Importance of the CalOMS Tx

Exam Date	Score	Results	
05/14/2008	67%	Did Not Pass	
05/14/2008	50%	Did Not Pass	
05/14/2008	83%	Pass	Print Certificate

[Take Exam](#)

What Data is Required from Providers?

Exam Date	Score	Results	
05/14/2008	0%	Did Not Pass	

[Take Exam](#)

How CalOMS Tx Fits Into Treatment Plans

Exam Date	Score	Results	
-----------	-------	---------	--

[Take Exam](#)

Figure 8: Training Exam History Screen

Lesson Certificate

When you pass the exam, the **Print Certificate** button will be shown on the screen. Click the **Print Certificate** button to print the Certificate of Completion. The lesson certificate screen will present you with a certificate that is formatted for printing. The certificate will signify that you have successfully passed the final exam for a specific lesson. The lesson certificate will contain the name of the lesson, the date that the lesson's final exam was successfully completed and the user's full name (as it exists in their user profile). The print Certificate screen is displayed in **Figure 9**.



Figure 9: Print Certificate Screen

Logging Out

To log out of the system, click the **Logout** link on the left navigation bar. This brings the user to the Login screen.

To logout and close the system, click the  in the upper right hand corner of the window. You do not need to click the **Logout** link first.

Part 5: Other Links

Reference

The **Reference Links** screen provides you with one click access (see the red circle in **Figure 10**) to information associated with the CalOMS Tx system.

To access any of these documents click on the hyperlink.

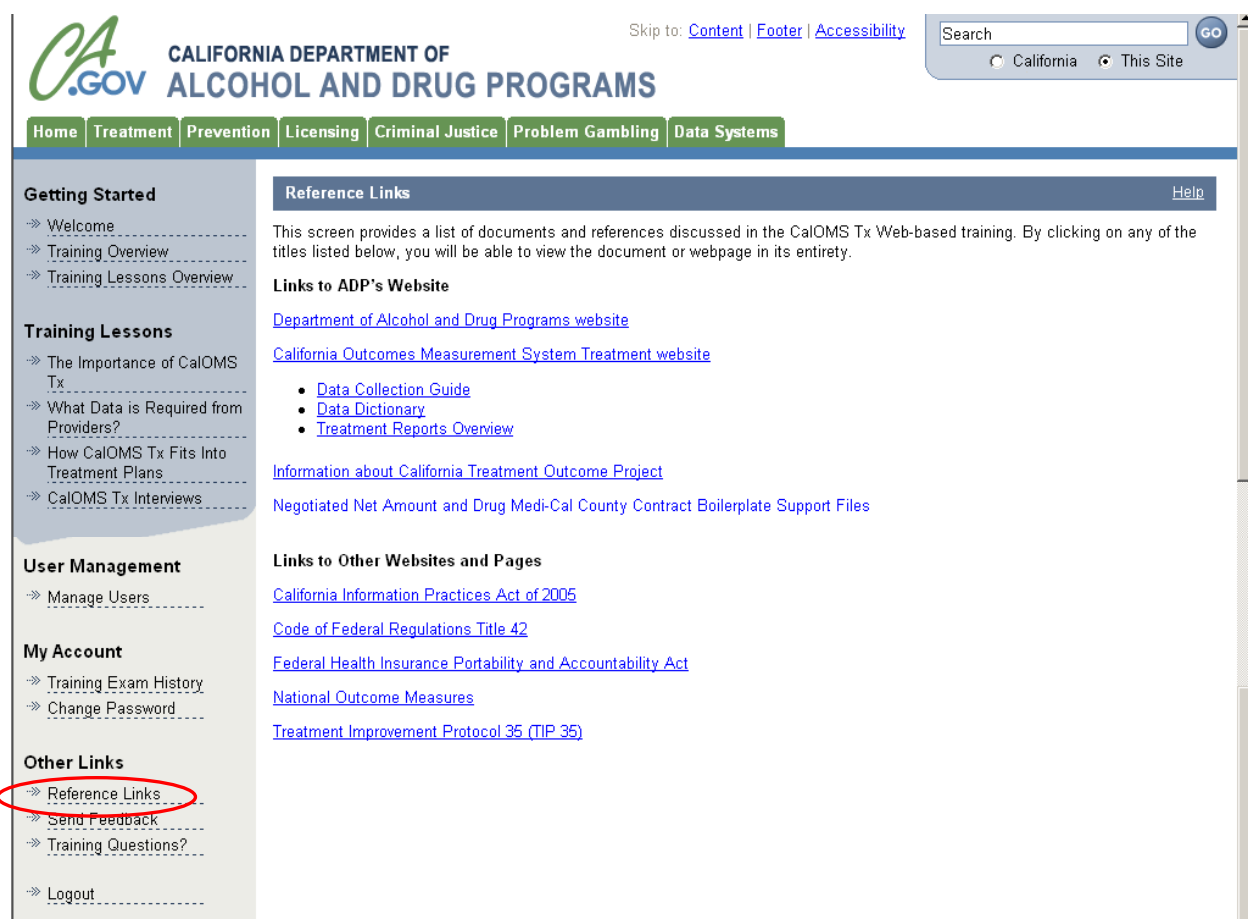


Figure 10: Source Hyperlink Screen

Send Feedback

The Send Feedback screen is available from the left hand navigation bar and will provide the user with the ability to share feedback with ADP (see the red circle in **Figure 11** below). The screen presents a series of formatted questions and a freeform text box to provide additional comments.

Click the **Send Feedback** button to send your comments, and click the **Clear Form** button to delete information and start over.

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Send Feedback

Your opinion is important to us and we appreciate you taking a moment to give us feedback about the CalOMS Tx Web-based Training. Our goal is to improve this training so that it becomes an informative and useful tool for the AOD field.

Did the lessons give you new information about CalOMS Tx?

☐ Yes ☐ No

Was the information in the lessons clear and concise?

☐ Yes ☐ No

Will the information be helpful in performing your job?

☐ Yes ☐ No

How would you rate the overall CalOMS Tx Web-based Training?

☐ Poor ☐ Fair ☐ Average ☐ Good ☐ Excellent

Where do you work?

☐ County AOD office ☐ Provider site ☐ State-contracted provider site ☐ State AOD office

Please type any questions or comments in the box below and click the Send Feedback button to submit.

Figure 11: Send Feedback Screen

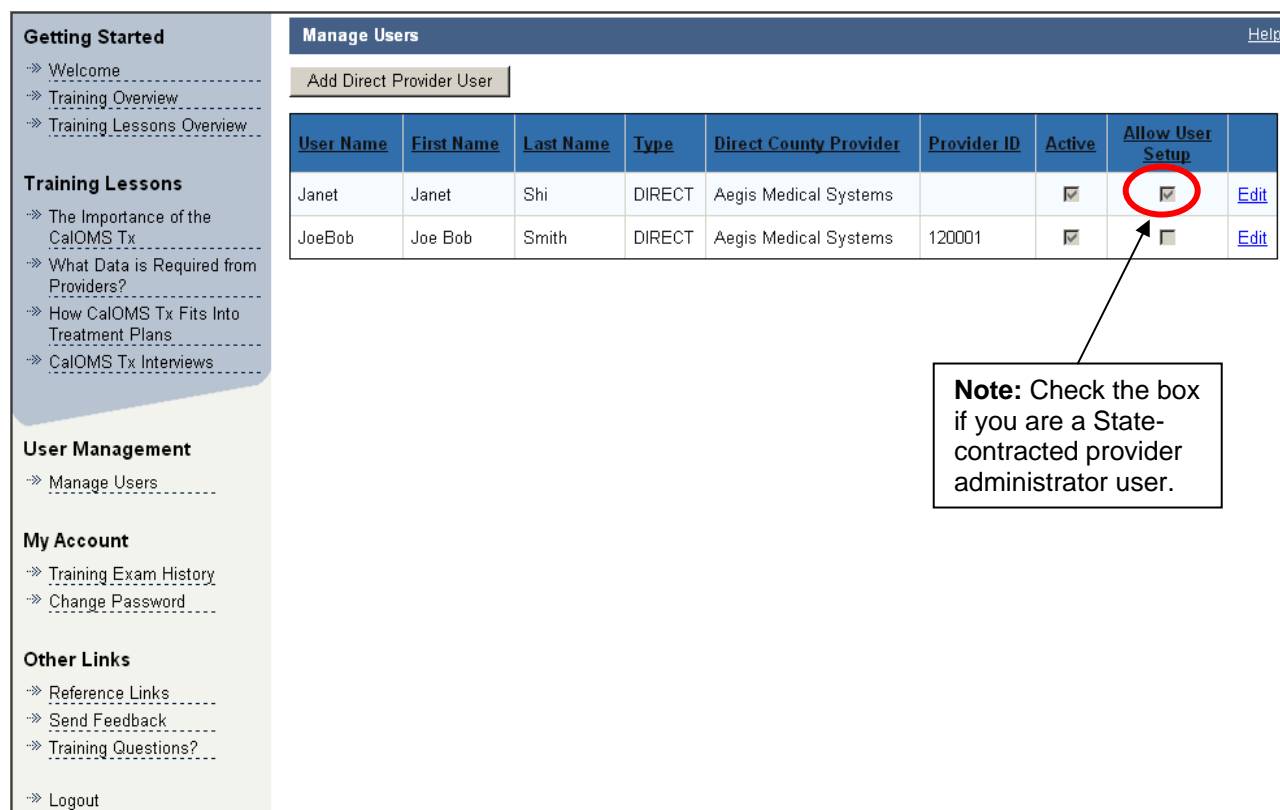
Part 6: Administrator

State Contracted Provider Administrator

Manage User

To login to the CalOMS Tx WBT **Manage User** screen, click on the **Training Overview** button, and then click on the **Get Started** button which will bring up the login screen. Once you have logged in (and if you have administrative rights), click on the **Manage User** button listed in the left navigation bar.

The **Manage Users** screen displays a list of all current users which includes columns such as user name, user first/last name, type, and direct-contract provider (DCP). The **Allow User Setup** will be checked if you are an administrator (see the red circle in **Figure 16**). Administrator rights include adding, editing and disabling users. The **Edit** button will redirect you to the user detail screen.



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Manage Users [Help](#)

Add Direct Provider User

User Name	First Name	Last Name	Type	Direct County Provider	Provider ID	Active	Allow User Setup	
Janet	Janet	Shi	DIRECT	Aegis Medical Systems		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
JoeBob	Joe Bob	Smith	DIRECT	Aegis Medical Systems	120001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit

Note: Check the box if you are a State-contracted provider administrator user.

Figure 16: Manage User Screen

Add Contracted Provider Administrator User

The **Add Direct Provider User** button is on the top of the screen. When you click the **Add Direct Provider User** button, a **User Details** screen will appear (see **Figure 17**). This screen will give you an access to create a Direct Contract Provider user.

Fill out all fields in this User Detail screen. Those fields marked with an asterisk (*) are required fields and must be completed before a user can be given access

Check the **Allow User Setup** box to allow you to add and modify users and reset passwords for the direct providers within the State.

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User Details

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*** Required Fields**

User Name: Janet *

Password: ⓘ

Confirm Password:

First Name: Janet *

Last Name: Shi *

Email Address: janets@adp.ca.gov

Phone Number: (888)888-8888

Primary Contact: ☒

Active: ☒

Allow User Setup: ☒

Role: Administrator

Provider Type: DIRECT

Direct Provider: Aegis Medical Systems

Provider:

Provider ID:

Last Login: 5/22/2008 5:04:27 PM

Save Cancel

Note: Leave these two fields blank when adding a State-contracted Administrator user.

Figure 17: Add Direct Provider Administrator Detail Screen

User Name: User name must be unique and between 5 and 25 characters long. If you create a username that is already in use, you will receive an error message stating that the user name already exists.

Password: Password does not need to be unique. It must be at least 6 characters long and contain at least one alpha and one numeric character.

Confirm Password: This field must match the password field in order to verify that the password has been entered correctly.

First Name: Enter new user's first name. This is the name that will be printed on the Certificate of Completion.

Last Name: Enter new user's last name. This is the name that will be printed on the Certificate of Completion.

E-mail Address: Enter new user's e-mail address. The address must be in a valid email address format.

Phone Number: Enter new user's phone number.

Primary Contact: Check box if new user is a primary contact person for your organization.

Active: Check box to activate the user. If this box is not checked, then the user will not have access to the CalOMS Tx WBT. Remove check when user leaves organization or no longer needs access to this WBT.

Allow User Setup: Check box if the user is to have administrative rights to create other new users.

Role: Choose user's current role in organization from drop-down list.

Provider Type: This field displays user's provider type.

Direct Provider: Choose the direct provider to which the user belongs using the drop-down list.

Provider: Enter provider site name.

Provider ID: Enter the 6-digit ID number of the provider listed in the provider field above. The 6-digit number begins with the 2-digit county code and then the 4-digit provider ID number assigned by ADP.

Add Provider User

Fill out all fields in the User Detail screen. Those fields marked with an asterisk (*) are required fields and must be completed before a user can be given access

For a provider user, both **Primary Contact** and **Allow User Setup** boxes are disabled. You are not allowed to add/modify the user information. You need to choose the **Role** by clicking the drop down list.

For a provider user, both **Provider Name** and **Provider ID** boxes need to be filled. Enter the 6 digit number begins with the 2-digit county code and the 4-digit provider ID number assigned by ADP in the **Provider ID** box (see the red circle in **Figure 18**).

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*** Required Fields**

User Name: JoeBob *

Password: ?

Confirm Password:

First Name: Joe Bob *

Last Name: Smith *

Email Address: joebobs@adp.ca.gov

Phone Number: (111)555-4444

Primary Contact: ☐

Active: ☒

Allow User Setup: ☐

Role: Support Staff

Provider Type: DIRECT

Direct Provider: Aegis Medical Systems

Provider: Aegis Medical Systems

Provider ID: 120001

Last Login: 5/29/2008 8:21:50 AM

Save Cancel

Note: Fill in these two boxes to associate the users with a provider site/location Name and

Figure 18: Add Provider User Screen

Glossary

AA – Alcoholics Anonymous.

ADP – The Department of Alcohol and Drug Programs.

AIDS – Acquired Immune Deficiency Syndrome.

AOD - Alcohol and other Drug.

CADDS – The California Alcohol and Drug Data System.

CalOMS Tx - California Outcomes Measurement System – Treatment.

CalTOP – California Treatment Outcome Project

CalWORKs – California Work Opportunity and Responsibility to Kids Program.

CDCR – California Department of Corrections and Rehabilitation

CFR 42 – The Code of Federal Regulations 42, Part 2.

County-Contracted Provider – An AOD service provider who contracts directly with a County.

County User – A county-contracted AOD service provider.

DMC – Drug Medi-Cal.

Domains – The seven life areas in a client's life: Alcohol use, Drug use, Employment/Education, Legal/Criminal Justice, Medical/Physical, Psychological, Family/Social.

DUI – Driving Under the Influence.

DWI – Driving While Intoxicated.

ER – Emergency Room.

FSN – Form Serial Number.

FOTP – Female Offender Treatment Program.

HIPAA – Health Information Portability and Accountability Act.

HEP C – Hepatitis C.

HIV – Human Immunodeficiency Virus.

ID – Identification.

NOMS – National Outcomes Measures.

MBA – Minimum Base Allocation.

NNA – Net Negotiated Amount.

NTP – Narcotic Treatment Program.

OTP – Offender Treatment Program.

PNA – Provider No Activity.

PSN – Parole Services Network.

SACPA – Substance Abuse and Crime Prevention Act, i.e., Proposition 36.

SAMHSA – Substance Abuse and Mental Health Services Administration.

SAPT – Substance Abuse Prevention and Treatment (SAPT) Block Grant.

SB13 – Senate Bill 13: Personal Information Act of 2005.

State-Contracted Provider – Also known as a “Direct Contracted Provider”. An AOD service provider who contracts directly with the State.

TEDS – Treatment Episode Data Set.

TIP 35 – Treatment Improvement Protocol.

Tx – Treatment.

TOC – Table of Contents.

UCI – Unique Client Identifier.

WBT – Web-based Training.

REFERENCE LINKS

Links to ADP's Website

- Department of Alcohol and Drug Programs website
<http://www.adp.ca.gov>
- CalOMS Tx web page
<http://www.adp.ca.gov/CalOMS/CalOMSmmain.shtml>
- CalOMS Tx Data Collection Guide
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Data_Collection_Guide.pdf
- CalOMS Tx Data Dictionary
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Data_Dictionary_4-2008.pdf
- CalOMS Tx Data Compliance Standards
http://www.adp.ca.gov/CalOMS/pdf/Cal_Outcomes_Meas_Sys_Treat_Data_Comply_Standards.pdf
- CalOMS Treatment Reports Overview
http://www.adp.ca.gov/CalOMS/pdf/Reports_Overview_July_2007.pdf
- Information about California Treatment Outcome Project
http://www.adp.ca.gov/caltop/gen_info.shtml
- Negotiated Net Amount (NNA) and Drug Medi-Cal (DMC) County Contract Boilerplate Support Files
http://www.adp.ca.gov/NNA/support_files.shtml
- Health Insurance Portability and Accountability Act (HIPAA)
<http://www.adp.ca.gov/hp/hipaa.shtml>
- Substance Abuse Prevention and Treatment Block Grant Application
http://www.adp.ca.gov/DrugCourts/pdf/attachment_VIIa.PDF

Links to Other Websites and Web Pages

- California Information Practices Act, SB13
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=civ&group=01001-02000&file=1798.24-1798.24b>
- Code of Federal Regulations Title 42
<http://www.gpoaccess.gov/cfr/index.html>
- National Outcome Measures
<http://www.nationaloutcomemeasures.samhsa.gov>
- Treatment Improvement Protocol 35 (TIP 35)
<http://www.kap.samhsa.gov/products/manuals/tipcurriculum>